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MINNESOTA BULLETIN NO. 250-4-13

SUBJECT: FNM – TRAVEL AUTHORIZATIONS

Purpose. To distribute guidance on issuing travel authorizations.

Expiration Date. September 30, 2004.

The issuance of travel authorizations will be as follows:

- The state office will issue travel authorizations for all meeting, conferences, and training hosted by the National or Regional Office.
- The area offices will issue travel authorizations for their respective area and field office employees who are not listed on the limited open travel authorization. This will include all travel within Minnesota for travel listed under the limited open that is not hosted by the National or Regional Offices, such as 01-Site Visit, 02-Information Meeting, and 04-Speech or Presentation.
- Area offices will issue travel authorizations for meeting, conferences, and training that is hosted by the state office for area and field employees.
- The state office will issue travel authorizations for all state office employees who are not listed on the limited open authorization and for all travel to be attended outside the scope of the limited open authorization.
- Area offices will issue travel authorizations for students, as needed.
- The state office will issue all travel authorizations for Earth Team Volunteers.

For travel authorizations to be issued by the state office, area offices should compile names and submit them to Tessa Garcia, Administrative Coordinator, in the state office **prior** to the start of travel. Submissions can be made by using an FNM-35, Request for Travel Authorization or a detailed email message. Requests should include all expenses that are to be claimed on the AD-616, Travel Voucher.

Area offices or state office staff in charge of travel to be completed by Earth Team Volunteers should assist in making flight reservations for the Volunteers through SATO using the Regional Office central credit card account when purchasing tickets. Request for travel authorizations for Earth Team Volunteers need to include the Volunteers social security number and home address.

If you have any questions please contact Mary Jo Polunc, Budget Officer, at 651-602-7860.

WILLIAM HUNT  
State Conservationist

DIST: AE

Attachment